



Special Land Use Zoning Application

Revised 10/14/12

Date Filed _____

Case # _____

Application is hereby submitted for: (check all that apply)

☐ Site Plan Review (\$100)

☐ Expand Non-Conforming Use (\$1,000)

☐ Conditional Use Permit, new (\$1,000)

☐ Hardship Relief (\$1,000)

☐ Modification of a Previous Grant (\$500)

☐ Appeal of Administrative Decision (\$1,250)

☐ Variance/Waiver - BZA (\$1,000)

Name of Applicant _____

Mailing Address _____
Number Street City, State Zip Code

Phone _____
Business Mobile Fax

Email Address _____

Note: Providing complete contact information will expedite communication during the review process.

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Property Address _____ Lot Size _____
Number Street

Legal Description (Attach Plat if Available) _____

Current Legal Land Use _____ Current Zoning _____

Permit # _____ Previous Grant # _____

The property is currently (check one):

☐ Vacant Land ☐ Vacant Structure ☐ Occupied Structure

☐ Other (Explain) _____

Number of Employees _____

The size of the structure is _____ FT by _____ FT or _____ S.F.

Number of Stories _____ List any accessory structures or uses _____

Has a violation notice been issued by the City for this operation?

If yes, provide notice number and explain _____

APPLICATION CHECKLIST

The following information must be provided in order to process your application. Projects requiring a public hearing will not be scheduled until all documentation is submitted.

____ **Completed Application**

____ **Proof of Interest (Deed, Lease, Option to Purchase)**

____ **Application Fee(s) Paid**

____ **Three (3) Copies of Fully Dimensioned Site Plan (Reduced to 11 x 17)**

- Show Dimensions of Lot and all Buildings
- Show Dimensions of Parking Spaces (including Handicapped Accessible), Aisles, Access Drives, Loading Zone, Stacking Lanes (if applicable) and Curb Cuts
- Identify Landscaped Areas, Screening Walls, Trash Enclosure, Exterior Equipment and Fences (indicate height & materials)
- Show Location and Dimensions of Any Easements, Free-standing Signs, Canopy or Light Fixtures
- Include North Arrow, Scale, Lot Lines, Zoning and Street Names

____ **Three (3) Copies of Fully Dimensioned Floor Plan (Reduced to 11 x 17)**

- Show location of all pedestrian and overhead doors
- Identify proposed use of every interior space

____ **Three (3) Copies of Fully Dimensioned Front Elevation (Reduced to 11 x 17)**

- Include side and rear elevations (if available)
- Show all proposed signs - with dimensions – Separate Permits Required
- Submit Color Rendering or Photos (if available)
- Indicate proposed building materials and colors

____ **Any Previous Studies Pertinent to the Subject Location (e.g. Traffic Impact Study, Environmental Assessment, Market Analysis)**

____ **Affidavits: Property Owner & Agent Authorization**

Note: Affidavit is required in order to represent the property, property owner, occupant, tenant, lessee, etc. at BSEED or before the Board of Zoning Appeals.

____ **Ownership Documentation (Deed, Lease Agreement, Offer to Purchase) for all parcels. Identify the names and addresses of all principal shareholders or partners affiliated with the Corporation/LLC, partnership, or joint venture.**

Site Plans can be electronically submitted to zoning@detroitmi.gov. When submitting electronically, please include address in the subject line and Case Number (if available).

PROJECT PROPOSAL

Proposed Use_____

Project Narrative (describe exactly what you propose to do this location):

Do you have similar operations at other locations in Detroit? _____

If yes, provide addresses:_____

Number of Parking Spaces Provided _____ (On-site) _____ (Within 100')

Does this proposal involve the purchase of city-owned property? _____

If yes, please provide the name of P&DD Salesperson_____

1. What steps have been taken to ensure the design, construction, operation, and maintenance of the proposed use will be harmonious and appropriate in appearance with the existing neighborhood and that such use will not change the essential character of the neighborhood?
2. Will the establishment of this use have a negative or positive impact on public safety? How?
3. How will the vehicular approaches to the property be designed so as to not impede traffic on surrounding public streets?
4. Does the proposal require the closure or abandonment of any public alley or easement? Will the public-right-of way need to be utilized during construction or operation of the proposed use?
5. What steps have been taken to reduce the potential for flood damage to adjacent property?
6. Are there any known underground storage tanks existing or proposed at this location?
7. How many employees will be on-site?

PROPERTY OWNER AFFIDAVIT

STATE OF MICHIGAN }
COUNTY OF WAYNE }

I, _____(please print), depose and say that I am the legal owner or hold a majority of interest of the property identified in the attached application and that the statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge.

(Property Owner's Signature)

Subscribed and sworn to me this _____ day of _____, 20____.

(Notary)

My commission expires: _____

APPLICANT AFFIDAVIT

I, _____(please print), depose and say that all statements herein contained and the information provided in the attached plans and other exhibits are in all respects true and correct to the best of my knowledge. I hereby authorize the following people to represent my interests regarding this petition and to appear on my behalf before any administrative or legislative body in the City considering this application and to act in all respects as our agent in matters pertaining to the attached application.

(Architects/Engineers/Consultants-please print clearly)

(Applicant's Signature)

Subscribed and sworn to me this _____ day of _____, 20____.

(Notary)

My commission expires: _____

NOTE: Only individuals party to a signed affidavit will be able to testify on behalf of the applicant at public hearings, obtain decision letters and secure permits.